Transcript Settings

Transcripts settings affect everything from credit requirements, grade weights, course modifiers and GPA types to how grades can be posted in ReportWriter and Learning Centers.

Basic Setup

- Step 1. To Set transcript information go to Admin»Settings»Transcripts/Report Cards Set Transcripts Credit Requirements
  Click 'Add a new school type'
- Step 2. Name your school type, choose the grade levels, report card template, and select if you want to calculate credits for this type. SAVE.

This will automatically create a "General Education" graduation type under your new school type.
If you need to create a new graduation type, click the "Add new graduation type" link.
Type in the name of the new graduation type (ex: College Prep Education) Do not forget to set the rollover category.

- Step 3. Click "Add a new course category" for this grad type. Enter a category name and Click SAVE
- Step 4. Continue to add course categories as needed by clicking on "Add a new course category" and saving until you have all categories entered. If you make a mistake, click on a category, such as English, and edit or delete the course category
- Step 5. Most schools make electives their rollover category so any extra credits taken in any other course category will be "rolled over" to electives. Do this by clicking on the Electives category and then selecting the "Make this the rollover category for all graduation types" button. The rollover category will be highlighted in green.

- Step 6. Enter the credits required for each course type and click SET

NOTE: You can edit or delete the course categories and add new graduation types if needed. Click on the name of the course category if you need to edit or delete it. All deletes in SP SIS requires typing CONFIRM in all caps and clicking on the DELETE button

To edit the credits needed in a category, just change the number of credits in the boxes and click SET

Set Printed Transcript Options

Determine what optional information will be included in students' printed transcripts MODS Tab

- Step 1. Choose Define Transcript Modifiers
- Step 2. Choose what modifiers you want to be used on your transcripts. The basic list is given and this may be all you need. If you would like to add modifiers to the list, click on CHANGE MODIFIER LIST. Then click on ADD or Edit to make changes
  Example: students might have courses that will not be taken for credit. Click Add and enter "nc" and "course not taken for credit" in the fields. Change the Modifier set to read "**Create New Set Called" and then enter your own name in the blank field. SAVE. You can also to choose the 'Skip GPA' calculation and "Skip Credits" calculation for any courses set with this modifier. SAVE

- Step 3. SAVE or Click Cancel/Done to return to the main page.
  Now choose where you want to allow this modifier. The USE column indicates what is on or off in the SIS. Choosing RW/PLS allows teachers to use it as a modifier in ReportWriter and/or PLS

- Step 4. Click Use Selected.

Mods and Marks Tab

- Step 1. Access this page by clicking on the Mods & Marks tab at the top of the page.

Above a list of all the class marks that are acceptable for transcripts, and a list of the modifier sets. You may want to set things so that certain marks cannot be used with certain modifier sets. \\For example, you might decide that pass/fail classes can only be given a mark of "p" (pass) may not be used unless the Pass Fail modifier (pf) has been selected.
- Step 2. Check the marks that are OK with each class modifier set, then press "Save Allowed Marks" to set.

GPA Types Tab

- Step 1. Access this page by clicking on the GPA types tab at the top of the page.
  Here you see the types of GPAs that are being calculated on your transcripts. You can change these definitions, and/or create new GPA type definitions for your transcripts.

- Class Rank- For classes relevant to class rank. This will apply to all currently enrolled students' class ranks
- Report Cards- is this GPA used to calculate report cards? The transcript can show any number of GPA types. While this is usually the same as class rank, on occasion it is not
- Default Scale- Scale may be changed based on the modifier(s) used on a student's transcript. If no modifiers are used, what grading scaled do you want to be applied?

- Step 2. Set the GPA types for your school (if you need to add more click on Add New Type)
- Step 3. Choose if you want a class rank to be calculated using this GPA. You must choose one and then click Save Class Rank/Default Scales. If you want another GPA type calculated for Class Rank, choose a new one and then click Save Class Rank/Default Scales again.
- Step 4. Choose if you want the GPA to be calculated on an un-weighted or weighted scale. Unless you want all grade types to have a boost (5.0 Scales instead of 4.0) leave this unweighted
- Step 5. Click on "More Details" and choose what grade levels this particular GPA type. The "Default" sets the grading scale to whatever you did in step 3 (usually unweighted.) Notice that the Pass/Fail grade type is not added into the GPA calculation and the honors and AP are given an extra point.
- Step 6. Click SAVE when you have completed this page.

Define Transcript GPA Scales

Basically, the define transcripts GPA Scales are the marks you want to allow for classes, and how much value should they have

- Step 1. Choose Define Transcripts GPA Scales
- Step 2. Enter in values you'd like to have for the GPA scales used for computing GPAs in transcripts for the various marks. If you don't wish to use a particular mark in your transcripts, leave the entry box blank

- Step 3. You may add your own marks if you aren't satisfied with what you see here. To delete a mark, you must type "CONFIRM" in all caps to complete the removal.
- Step 4. SAVE all changes

Class Rank

Choose Class Rank tab

- Every night, the class rank for all students with transcripts is calculated
- This page shows the student name, the calculated GPA, the grade level, the class rank, and the date it was calculated
- If there are errors in your student's transcripts (because an entry was made erroneously), you will get an error report at the bottom of the page

Steps 7-11 (RC Types- Comments) Please refer to this page for instructions on setup for remaining steps